



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:
505 KAR 1:110
3-JTS-3D-06-2; 5A-01-04; 5B-07, 08; 5H-18
3-JCRF-5A-01-09, 13; 5B-08; 5C-02
1-JDTP-3B-10; 3C-01-06; 3D-06, 10
1-JBC-1E-04; 3C-02, 03; 4B-12; 5A-01-05, 07; 5H-16
4-JCF-3B-01; 5A-01-03; 5C-03; 5H-02

CHAPTER: Program Services

AUTHORITY: KRS 15A.0652

SUBJECT: Intake and Orientation

POLICY NUMBER: DJJ 301

TOTAL PAGES: 7

EFFECTIVE DATE: 1/04/2016

APPROVAL: Bob D. Hayter

, COMMISSIONER

I. POLICY

At admission youth shall undergo the following:

1. A screening for medical, mental health, and dental issues designed to protect the health of the youth and other juveniles in the population and prevent the introduction of disease;
2. A screening for human trafficking;
3. A PREA vulnerability assessment; and
4. An orientation to the program's procedures, rules, programs, and services in language that the youth understands.

Residential programs shall not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity, genetic information, political affiliation, or veteran status.

II. APPLICABILITY

This policy shall apply to each Department of Juvenile Justice (DJJ) group home and youth development center (YDC).

III. DEFINITION

Refer to Chapter 300.

IV. PROCEDURES

POLICY NUMBER DJJ 301	EFFECTIVE DATE 1/04/2016	PAGE NUMBER 2 of 7
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- A. Admission criteria for residential programs and facilities shall be as set forth in DJJPP Chapter 2.
- B. The referring agent shall provide the program superintendent or designee appropriate information on each youth at the time of referral for admission into the program. The following information shall be included in the youth's Individual Client Record (ICR):
 1. Identifying data: name, address, date of birth, sex, race, ethnicity, and origin;
 2. Name of referring agency or committing authority and date of information gathered;
 3. Reason for referral, legal status, and legal aspects of the case including jurisdiction, length, and conditions of placement;
 4. Probation, commitment, or sentencing order;
 5. Legal history and prior placements;
 6. Social history;
 7. Religious background and interests;
 8. Recreational preferences and needs assessment;
 9. Education and school history, including vocational interests and experience;
 10. Psychological evaluation, including intellectual assessment;
 11. Special medical, dental, substance abuse, or mental health problems or needs;
 12. Housing unit assignment which requires separate sleeping rooms for males and females;
 13. Staff recommendations or concerns; and
 14. Whom to notify in case of emergency.
- C. At the time of admission, medical, dental, and mental health screening shall be conducted in accordance with DJJPP Chapter 4 policies. Staff shall be informed of any special needs of the youth, to include physical or mental health problems that may require medical attention.
- D. Staff shall be trained in proper screening techniques.
- E. Staff shall provide the individual being screened with a verbal overview of the procedure intended to be used.
- F. When possible screenings shall be conducted by same gendered staff. Cross-gender screenings of a resident shall only be conducted under exigent circumstances and shall be documented.

POLICY NUMBER DJJ 301	EFFECTIVE DATE 1/04/2016	PAGE NUMBER 3 of 7
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G. General Screening Procedures

1. Staff shall be trained in screening techniques designed to protect persons involved and preserve evidence.
2. All facilities shall provide gloves and other needed equipment for searches that protect staff safety and ensure chain of custody for confiscated items.

H. Screenings

1. Initial Health Screening

- a. Only health trained staff shall conduct the initial health screening.
- b. If possible, two (2) staff that are the same gender as the youth shall conduct the initial health screening, except when the screening is being performed by a nurse. One (1) staff shall facilitate the process and the second staff person shall observe the process to verify that the correct procedure is followed.
- c. Staff shall direct the youth to the designated private location, outside of the view of other staff and residents.
- d. Staff shall direct youth to remove all personal clothing and items and dress in facility supplied tank tops and boxer shorts.
- e. Staff shall instruct the youth to verbally indicate the location of any scars, bruises, birthmarks, tattoos, or any other marks known.
- h. Conditions of the skin including trauma markings, bruises, lesions, jaundice, rashes and infestations, recent tattoos and needle marks, or other indications of drug use shall be documented.
- f. Health trained staff shall review the body identification section of the Initial Health screening in accordance with DJJPP Chapter 4.

2. Ectoparasite Screening

Staff shall follow procedures in DJJPP Chapter 4. If the delousing procedure is to be conducted:

- a. Staff conducting the ectoparasite screening shall be the same gender as the youth. When possible, two (2) staff shall conduct the screening, except when the screening is being performed by a nurse. One (1) staff shall facilitate the process and the second staff person shall observe the process to verify that the correct procedure is followed.

POLICY NUMBER DJJ 301	EFFECTIVE DATE 1/04/2016	PAGE NUMBER 4 of 7
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- b. Staff shall provide the youth with towel, washcloth, and state issued clothing to put on after the youth showers.

3. Human Trafficking Screening

- a. Upon admission a human trafficking screening shall be conducted for every youth following completion of the Individual Treatment Plan (ITP) but no later than 30 days after admission.
- b. If the youth scores a yes for any item on the screening tool or self-reports anytime thereafter, the staff conducting the screening or receiving the report shall:
 - i. Immediately notify the Cabinet for Health and Family Services via the Child Protective Services hotline at 1-877-KYSAFE1 or the Kentucky Online Child/Adult Protective Services Reporting System at <https://prd.chfs.ky.gov/ReportAbuse/home.aspx>;
 - ii. Email notification to the youth's attorney no later than the next business day;
 - iii. If the youth is a resident of or has resided in another state or country within the last year, call the National Human Trafficking Hotline at 1-888-373-7888 and notify the DJJ Interstate Compact Office;
 - iv. If the juvenile is a foreign national, contact the Catholic Charities of Louisville at 502-974-4947 to request assistance with an eligibility letter and coordinating support services; and
 - v. Up-line to the next line supervisor and DJJ Office of Legal Services.
- c. A copy of the screening shall be maintained in the juvenile's ICR.
- d. If the youth is a victim of human trafficking and remains committed to the Department, the juvenile shall receive appropriate treatment services.

4. PREA vulnerability assessment shall be completed as set forth in DJJPP Chapter 9 Prison Rape Elimination Act of 2003 (PREA).

I. Each facility admission shall include the following:

- 1. Verifying legal eligibility for admission into the program or facility by receipt of commitment or sentencing order;
- 2. Receiving ongoing treatment work for the youth, if applicable;

POLICY NUMBER DJJ 301	EFFECTIVE DATE 1/04/2016	PAGE NUMBER 5 of 7
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3. Receiving and verifying current prescribed medications for the youth;
4. Photographing the youth;
5. Fingerprinting the youth, if applicable;
6. Conducting a search of the youth and their accompanying possessions;
7. Completing identifying data sections of the Wanted Absconder Notice and Cancellation form;
8. Inventorying of personal property and assigning a property number, if necessary. Items that are inappropriate for possession and clothes that are deemed inappropriate to wear shall be stored or returned to the parent or caregiver;
9. Assigning a specific staff member for treatment planning and counseling duties;
10. Documenting receipt of both verbal and written explanation of:
 - a. Youth rights;
 - b. Duties and responsibilities;
 - c. The right to file a grievance, as well as the location of the grievance documentation;
 - d. Information regarding the prevention of sexual abuse and sexual assault;
 - e. The purpose of drug screens, the consequences of positive test results, and the consequences of failure or refusal to cooperate by providing a specimen; and
 - f. Procedures concerning how outside investigative units may be contacted for the reporting of any act in which the health or welfare of a resident is perceived to have been harmed or threatened with harm;
11. Documenting receipt of both verbal and written notice that a youthful offender (YO) may be transferred to the Department of Corrections (DOC) by the sentencing circuit court if the youth has been aggressive, escaped, or caused serious disruption to the program;
12. Providing written orientation materials to the youth and parent or caregiver; and
13. In a group home and YDC:
 - a. Showering and hair care, if necessary;

POLICY NUMBER DJJ 301	EFFECTIVE DATE 1/04/2016	PAGE NUMBER 6 of 7
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- b. Issuing personal hygiene articles;
 - c. Issuing clean, laundered, and properly fitted clothing, as needed;
 - d. Assigning a housing unit and a brief tour of the unit;
 - e. Recording information to be used for mail, telephone contact, and visitation lists, as verified by the Juvenile Service Worker (JSW); and
 - f. Assisting youth in notifying their parent or caregiver of admission and procedures for mail and visiting.
- J. Orientation shall be used to observe the youth's behavior and to identify special problems.
 - 1. Orientation shall include:
 - a. Distributing written materials about the facility programs, rules, and regulations, and treatment tracks and shall not be impeded by isolation status. This shall occur within twenty-four (24) hours and receipt of the written materials shall be documented by a Resident Reception Summary and Youth Acknowledgment documentation signed and dated by the juvenile and staff;
 - b. Discussing program goals, services, rules governing conduct, program rules, chargeable offenses, range of penalties, incentives for good behavior, and possible disciplinary actions. This shall occur within twenty-four (24) hours; and
 - c. Orientation may include informal classes.
 - 2. Each program shall provide foreign language interpretation of orientation materials for both youth and caregiver when a language barrier exists;
 - 3. Each program shall assist the youth in understanding material when a literacy, hearing, or visual impairment problem exists and shall provide interpretation if needed; and
 - 4. Completion of orientation shall be documented by a signed and dated statement by the youth. In a day treatment program, the completion of orientation statement shall be signed and dated by the parent or caregiver within five (5) business days.
- K. The daily program during the orientation period shall include interviews, testing, and other admission-related activities, including distribution of information on programs and services.
- L. During orientation youth shall be enrolled in the education program, provided reading materials, be permitted to attend religious services,

POLICY NUMBER DJJ 301	EFFECTIVE DATE 1/04/2016	PAGE NUMBER 7 of 7
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receive exercise on the same schedule as the general population, and perform work assignments with their assigned group.

- M. A youth's Orientation Treatment Plan shall be written within seven (7) days of admission. The plan shall be in accordance with protocol approved by the program Treatment Director or Superintendent and shall be signed by the youth and the assigned youth counselor.

IV. MONITORING MECHANISM

The Quality Assurance (QA) Branch shall perform annual facility monitoring visits to ensure compliance with this policy. The Superintendent or designee shall ensure the referral information is received.